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## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration  
(NARA) .

ACTION: Notice of availability of proposed records  
schedules; request for comments.

SUMMARY: The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when no longer needed for current Government business. They authorize the preservation of records of continuing value in the National Archives of the United States and the destruction, after a specified period, of records lacking administrative, legal, research, or other value. Notice is published for records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites

public comments on such records schedules, as required by 44 U.S.C. 3303a(a).

DATES: Requests for copies must be received in writing on or before [insert date 30 days from publication in the Federal Register]. Once the appraisal of the records is completed, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memorandums that contain additional information concerning the records covered by a proposed schedule. These, too, may be requested and will be provided once the appraisal is completed. Requesters will be given 30 days to submit comments.

ADDRESSES: You may request a copy of any records schedule identified in this notice by contacting Records Management Services (ACNR) using one of the following means:

Mail: NARA (ACNR), 8601 Adelphi Road, College Park,  
MD 20740-6001

E-mail: [request.schedule@nara.gov](mailto:request.schedule@nara.gov).

FAX: 301-837-3698

Requesters must cite the control number, which appears in parentheses after the name of the agency which submitted the schedule, and must provide a mailing address. Those who desire appraisal reports should so indicate in their request.

FOR FURTHER INFORMATION CONTACT: Margaret Hawkins,  
Director, National Records Management Program (ACNR),  
National Archives and Records Administration, 8601 Adelphi  
Road, College Park, MD 20740-6001. Telephone: 301-837-  
1799. E-mail: request.schedule@nara.gov.

SUPPLEMENTARY INFORMATION: Each year Federal agencies  
create billions of records on paper, film, magnetic tape,  
and other media. To control this accumulation, agency  
records managers prepare schedules proposing retention  
periods for records and submit these schedules for NARA's  
approval, using the Standard Form (SF) 115, Request for  
Records Disposition Authority. These schedules provide for  
the timely transfer into the National Archives of  
historically valuable records and authorize the disposal  
of all other records after the agency no longer needs them  
to conduct its business. Some schedules are comprehensive  
and cover all the records of an agency or one of its major  
subdivisions. Most schedules, however, cover records of  
only one office or program or a few series of records.  
Many of these update previously approved schedules, and  
some include records proposed as permanent.

The schedules listed in this notice are media neutral  
unless specified otherwise. An item in a schedule is media  
neutral when the disposition instructions may be applied

to records regardless of the medium in which the records are created and maintained. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is limited to a specific medium. (See 36 CFR 1225.12(e).)

No Federal records are authorized for destruction without the approval of the Archivist of the United States. This approval is granted only after a thorough consideration of their administrative use by the agency of origin, the rights of the Government and of private persons directly affected by the Government's activities, and whether or not they have historical or other value.

Besides identifying the Federal agencies and any subdivisions requesting disposition authority, this public notice lists the organizational unit(s) accumulating the records or indicates agency-wide applicability in the case of schedules that cover records that may be accumulated throughout an agency. This notice provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction). It also includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the

schedule, it too includes information about the records.  
Further information about the disposition process is  
available on request.

SCHEDULES PENDING:

1. Department of Health and Human Services, Centers for Medicare & Medicaid Services (DAA-0440-2012-0011, 1 item, 1 temporary item). Master files of an electronic information system containing records related to allegations of fraud, waste, and abuse received by the Office of Inspector General.

2. Department of Health and Human Services, Immediate Office of the Secretary (DAA-0468-2011-0006, 3 items, 1 temporary item). Background materials, working files, drafts, and notes of the Secretary's correspondence. Proposed for permanent retention are official correspondence, master files of an electronic information system containing scanned correspondence, significant working files, and drafts.

3. Department of Justice, U.S. Trustee Program (DAA-0060-2012-0004, 2 items, 2 temporary items). Inputs and master files of an electronic information system which tracks final bankruptcy trustee reports.

4. Department of Labor, Office of the Secretary (N1-386-12-1, 3 items, 1 permanent item). Records of the Employees' Compensation Appeals Board, including records

relating to docket files and general files. Proposed for permanent retention are decisions and orders.

5. Department of Treasury, Internal Revenue Service (N1-58-12-1, 12 items, 12 temporary items). Records include corporations' income tax forms, schedules, and related records used to report income, deductions, and tax liabilities.

6. Department of Treasury, Internal Revenue Service (N1-58-12-6, 1 item, 1 temporary item). Master files of an electronic information system used to validate public access for online services.

7. Department of Treasury, Internal Revenue Service (N1-58-12-16, 6 items, 6 temporary items). Inputs, outputs, master files, and system documentation of electronic information systems used to monitor organizational and business performance and to evaluate customer service and employee training activities.

8. Congressional Budget Office, Agency-wide (N1-520-12-1, 14 items, 6 temporary items). Comprehensive schedule covering all agency records, including general working files, background information, drafts, administrative files, and non-significant correspondence. Proposed for permanent retention are final products distributed to the public and to Congress, essential models and analytic

files, significant correspondence, product files for senior agency officials and panels of advisers, and official policies and manuals.

9. Environmental Protection Agency, Agency-wide (DAA-0412-2012-0002, 2 items, 2 temporary items). Records related to health and safety, including property safety inspections

10. Environmental Protection Agency, Agency-wide (DAA-0412-2012-0004, 3 items, 3 temporary items). Records relating to the acquisition and management of facilities, including design, layout, construction, lease, and ownership agreements.

11. Environmental Protection Agency, Agency-wide (DAA-0412-2012-0007, 3 items, 3 temporary items). Records related to activities associated with planning, preparing, and monitoring business-related travel.

12. Federal Communications Commission, International Bureau (N1-173-11-6, 3 items, 3 temporary items). Circuit status reports filed annually by common carriers providing international telecommunications service, the instruction manual used to file reports, and annual statistical compilations of all received reports

13. National Aeronautics and Space Administration, Agency-wide (DAA-0255-2012-0002, 4 items, 4 temporary



items). Records relating to mobile and stationary lifting equipment. Included are design files, inspection reports, servicing documents, and operator inspection records.

Dated: September 10, 2012

Paul M. Wester, Jr.

Chief Records Officer for the U.S. Government

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